



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

July 20, 2017
7:00 p.m.

- 1) **Call to Order** – Vice Chairman Chip Paciulli
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings** - None Scheduled
- 6) **Presentations** - None Scheduled
- 7) **Discussion Items**
 - a) 7/11 SUP Discussion
 - b) Status of work priority items
 - c) Virginia Regional Transit SUP Discussion
- 8) **Action Items**
 - a) None Scheduled

Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) **Information Items** - None Scheduled
- 10) **Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) **Council Representative's Report**
- 12) **Chairman's Comments**
- 13) **Planning Commissioners' Comments**
- 14) **Approval of Minutes**
 - a) June 20, 2017 Regular Meeting
- 15) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact the Department of Community Development at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.



STAFF REPORT
DISCUSSION ITEM

Item # 7a

SUBJECT: 7-Eleven SUP Discussion

DATE OF MEETING: July 20, 2017

STAFF CONTACT: Patrick Sullivan, AICP CED – Director, Community Development

SUMMARY and RECOMMENDATIONS:

The 7-Eleven gas station located on the southeast corner of the Main and Maple intersection has applied for a Special Use Permit to extend the size of the gas islands canopy and add 2 pump islands for a total of 4. A single pump island has fueling capability on both sides of the island. Two pump islands exist today. This project which coincides with the mandate to replace the older underground gas tanks will provide for 7-Eleven to upgrade the fueling stations and the canopy to industry standards. The canopy will cover approximately 1,440 square feet of the property over the pumps. There is no change planned for the existing retail store. Part of the hill between the pumps and the sidewalk will be excavated so that traffic flow around the pumps will be improved. Please remember that the applicant will still have to go through the site plan process and comply with all the appropriate zoning requirements.

Staff recommends that the SUP be approved as presented.

ANALYSIS:

The Purcellville Zoning Ordinance mandates a specific review process for Special Use Permits.

Issues for consideration. A special use permit application shall be accompanied by a statement of justification which addresses the following issues for consideration. These issues for consideration shall be used by the planning commission and town council when evaluating the special use permit application. The following factors shall be given reasonable consideration and shall be addressed by the applicant in the statement of justification (*staff responses are in italics*):

1. Whether the proposed application is consistent with the comprehensive plan.

The proposed project occurs in a commercial land use area which is consistent with the Plan.

2. Whether the proposed special use at the specified location will contribute to or promote the welfare and convenience of the public.

Being a permitted use in a commercial zoning district it provides fuel for the convenience of the public.

3. Whether the proposed use is compatible with other existing or proposed uses in the neighborhood, and adjacent parcels.

This use is a permitted use in the MC District. There is an existing gas station on the opposite corner and auto repair next to the 7-Eleven. The use is compatible with the neighborhood.

4. Whether the level and impact of any noise or odor emanating from the site, including that generated by the proposed special use, negatively impacts the uses in the immediate area.

There is no evidence that uses in this area will be negatively impacted by noise or odors coming from the site. There is no evidence that this use will not comply with the zoning performance standards for noise and odors.

5. Whether the proposed special use will result in the preservation or damage of any existing habitats, vegetation, topographic or physical, natural, scenic, archeological, or historic feature of significant importance.

This is a small lot consisting of less than a quarter acre. Most of the lot is paved. There are no environmental features of significance.

6. Whether the proposed special use will impact existing water quality or air quality.

There is no evidence that air and water quality will be affected. Industry standards for pumping gasoline require that pumps and cars meet air quality standards. "The U.S. Environmental Protection Agency (EPA) has determined that the systems used at gas station pumps to capture harmful gasoline vapors while refueling cars can be phased out. Modern vehicles are equipped to capture those emissions."

7. Whether the traffic generated by the proposed use will be adequately and safely served by roads, pedestrian connections, and other transportation services.

The renovations will provide for more cars to queue up at the pumps than can do so now even though there are fewer pumps. This will positively impact transportation in the area. A traffic impact analysis was conducted by Gorove/Slade of Chantilly, Virginia and concluded that the proposed expansion will not degrade the operation of the existing roadway network. There is no evidence that the upgrade to the pumps will negatively impact traffic on or off the property.

8. Whether the proposed use will negatively impact orderly and safe road development and transportation in accordance with the comprehensive plan and all relevant transportation and corridor plans.

See question 7 above. The traffic analysis indicated that the improvements will not impact safe road development.

9. Whether the proposed use will be served adequately by essential public facilities and services

Any needed public facilities and services are available to the site.

10. Whether, in the case of existing structures to be converted to uses requiring a special use permit, the existing structures can be converted in such a way that retains the character of the neighborhood in which the existing structures are located, especially when an application seeks to convert a building of historic significance.

This is not an historic structure. The BAR has approved the design.

11. Whether the proposed special use contributes to the economic development needs of the town.

Gasoline stations are a necessity not a luxury. Most citizens of Purcellville commute to work and require fuel for their cars. It does contribute to the economic needs of the Town.

12. Whether adequate on and off site infrastructure is available.

Public Works has reviewed the plans and has determined that sufficient off site infrastructure is available.

13. Whether the proposed special use illustrates sufficient measure to mitigate the impact of construction traffic on existing neighborhoods and schools.

Construction will be carried out on site and will not impact off site traffic.

FINDINGS:

SUP16.01 meets the standards of the SUP analysis

MOTIONS:

Add as Action Item (if desired)

I move that SUP16-01 be added to the Planning Commission's _____ regular meeting agenda as an action item.

AND THEN (if motion to add item for action is adopted)

Approval– RECOMMENDED

For the reasons stated in the staff report dated April 20, 2017, I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve, SUP16-01 to upgrade the gas canopy and pump islands as presented:

-OR-

Approval as Presented

I move that the Purcellville Planning Commission forward to Town Council, with a recommendation to approve SUP16-01 the 7-Eleven request for an upgrade to the gas canopy and pump islands for the following reasons:

- 1.
- 2.
- 3.

-OR-

Disapproval

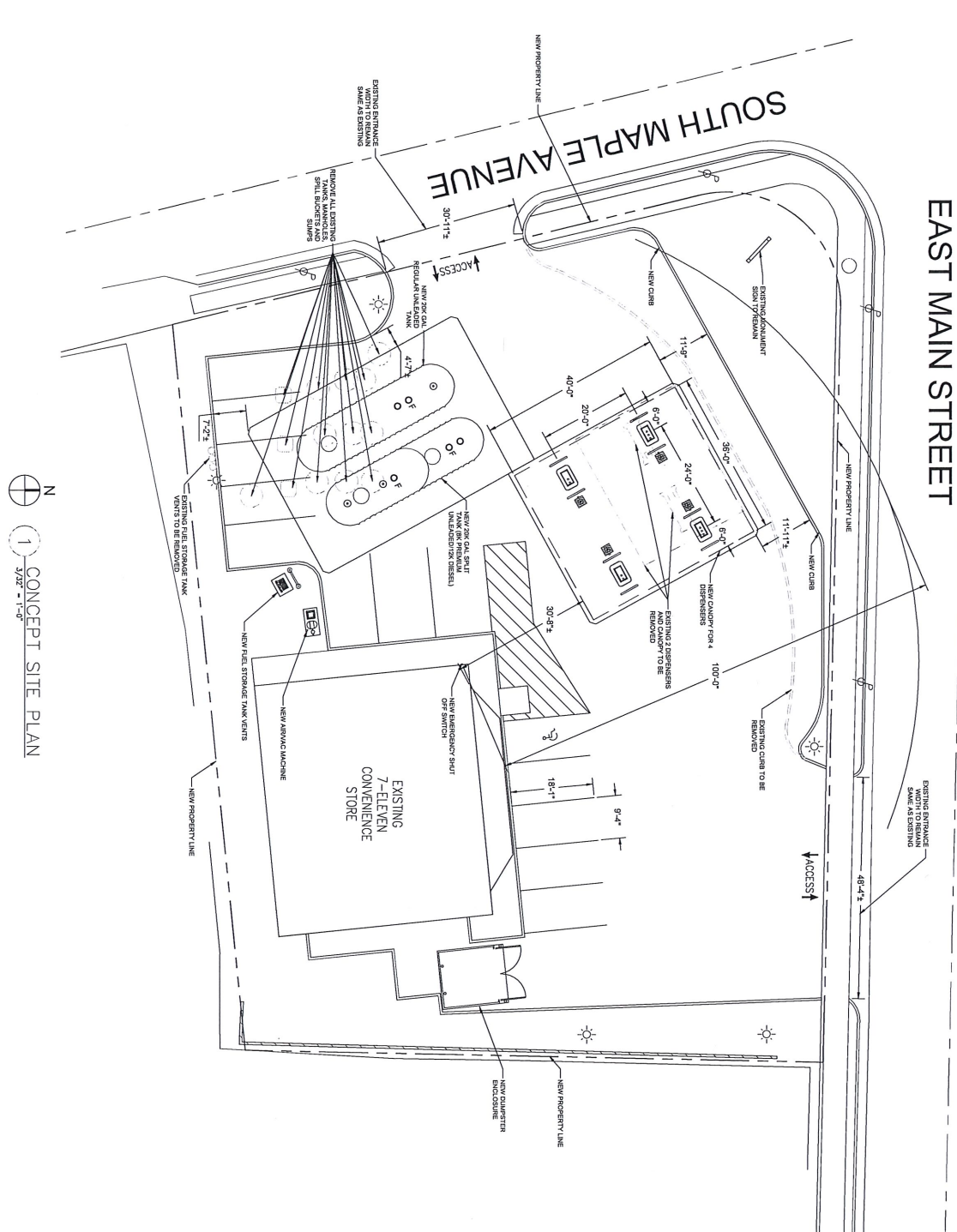
I move that the Planning Commission forward to Town Council, with a recommendation to disapprove SUP16-01 for the following reasons:

- 1.
- 2.
- 3.

ATTACHMENTS:

1. Concept Development Plan
2. Statement of Justification
3. Special Use Permit Conditions

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SPECIAL USE PERMIT CONDITIONS
7-ELEVEN
700 E. Main Street
Blue Ridge Election District
SUP #16-01

May 3, 2017

Existing MC
Proposed SUP FUELING STATION
and
Existing Convenience Store

Prepared by:
Vanderpool, Frostick & Nishanian, P.C.
9200 Church Street, Suite 400
Manassas, Virginia 20110
PH: 703-369-4738 FX: 703-369-3653

1st Submission

Applicant: 7-Eleven, Inc. (Tenant)
1722 Routh Street, Suite 1000, Dallas, TX 75201

Subject Property: 700 E. Main Street
Purcellville, VA 20132

Owner: Follin Family – VA, LLC
c/o 7-Eleven, Inc.
PO Box 711
Dallas, TX 75221-0711

GPIN: 488-30-6213-000 Tax Map /35A210/////B/

Lot Acreage: 24,141 SF or 0.554 acres
(Total Area 1 lot)

SUP Acreage 24,141 SF or 0.554 acres (Total Area 1 lot)
(Total acreage):

VFN 43-508

The following conditions are intended to offset the impacts of the proposed use and to render the application consistent with the applicable chapters of the Comprehensive Plan. If the conditions of this Special Use Permit (SUP) or the SUP Plan are in conflict with the Zoning Ordinance, then this SUP shall apply unless otherwise specified herein. The term "Applicant" as referenced herein shall include within its meaning the Applicant and all future owners and successors.

1. Site Development – The proposed Fuel Station SUP use will be developed in substantial conformance with the Special Use Permit Plan entitled:

“SITE CONCEPT PLAN”, dated March 28, 2017, prepared by Core States Group of
Rogers, Arkansas (“SUP Plan”)

SUP # - _____, 7-Eleven, Main Street

SPECIAL USE PERMIT CONDITIONS
7-ELEVEN
700 E. Main Street
Blue Ridge Election District
SUP #16-01

May 3, 2017

2. Use Parameters

2.1 Use Limitation –

A. The uses approved with this SUP shall be limited to the following:

SUP FUELING STATION

B. Existing Convenience Store will continue to operate unchanged

2.2 Hours of Operation – 24 hours, Monday through Sunday.

2.3 Outdoor Display – Outdoor display and storage of any objects or materials shall be prohibited.

2.4 Deliveries/Loading/Unloading – Truck deliveries shall only be conducted on site. Loading and unloading of vehicles on Main Street or Maple Avenue shall be prohibited.

2.5 Parking – Parking shall be limited to the parking areas for the existing convenience store, and shall be prohibited on any sidewalks, landscaped areas, interior landscape islands, driveways, and drive aisles.

2.6 Outdoor Speaker System – There shall be no outdoor speaker system permitted on the Property.

3. Community Design

3.1 Landscaping – The Applicant will provide Ordinance-required landscaping at site plan submission.

3.2 Signage – All signage shall comply with the Zoning Ordinance and Sign permit applications shall be submitted for all proposed signage.

4. Lighting – The existing building and site lighting may remain, but must be maintained in satisfactory condition. However, any new or additional lighting shall conform to the following:

4.1 Building Mounted – Building mounted security lighting shall be permitted as full cut-off directed toward the building in compliance with the Zoning Ordinance.

4.2 Freestanding – The height of freestanding lighting fixtures shall not exceed 16 feet, and canopy lighting may be installed.

SPECIAL USE PERMIT CONDITIONS
7-ELEVEN
700 E. Main Street
Blue Ridge Election District
SUP #16-01

May 3, 2017

5. Environment

- 5.1 Refuse and Refuse Containers – Refuse shall be stored within the existing dumpster storage area onsite and an opaque screen shall be provided as shown on the SUP Plan provided no additional BAR review is required for the dumpster screening. If the enclosure is provided, then the enclosure gate shall be closed when the refuse containers are not being accessed. Compliance shall be demonstrated as a condition of final site plan approval.

6. Transportation

- 6.1 Site Entrance – As shown on the SUP Plan, access to the site from the public road system shall be from the public road entrances. Any construction required at the site entrances shall meet VDOT and Town standards.
- 6.2 Obstruction of Travel Ways – The Applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, drive aisles, or parking spaces as shown on the SUP Plan.

7. Maintenance of the Property

- 7.1 Site Maintenance – The Applicant shall remove litter, trash and debris from the SUP area on a periodic basis.

8. Fire and Rescue

- 8.1 At site plan submission, the Applicant shall demonstrate compliance, to the satisfaction of the Loudoun County Department of Fire-Rescue and Emergency Services, with the following required standards and comments:
- a. Fire lane identification shall be shown on the site plan, in coordination with the Loudoun County Fire Marshal Office.
 - b. Information describing the new underground fuel storage tanks and the new 1,887 SF slab shall be provided on the site plan, in coordination with the Loudoun County Fire Marshal Office.
 - c. Prior to initiating any retirement or removal activities for the existing underground fuel storage tanks, the Applicant shall apply for and obtain a permit from the Loudoun County Fire Marshal Office in accordance with all applicable statutes, regulations, and ordinances.

SPECIAL USE PERMIT CONDITIONS
7-ELEVEN
700 E. Main Street
Blue Ridge Election District
SUP #16-01

May 3, 2017

- d. Vehicle impact protection shall be provided for the west side of the new fuel storage tank vents, in coordination with the Loudoun County Fire Marshal Office.

V:\Company\7-Eleven\Purcellville_E Main Store 24539_2015\Special Use Permit_2016\2017_0321_SUP CONDITIONS 2-1_PJG.docx

**STATEMENT OF JUSTIFICATION
AND WRITTEN STATEMENT
7-ELEVEN**

**700 E. Main Street
Blue Ridge Election District**

SUP # 16-01

**Existing MC – Proposed SUP FUELING STATION
and Existing Convenience Store**

**May 3, 2017
2nd Submission**

Applicant: 7-Eleven, Inc. (Tenant)
1722 Routh Street, Suite 1000, Dallas, TX 75201

Subject Property: 700 E. Main Street
Purcellville, VA 20132

Owner: Follin Family – VA, LLC
c/o 7-Eleven, Inc.
PO Box 711
Dallas, TX 75221-0711

Prepared by:
Vanderpool, Frostick & Nishanian, P.C.
9200 Church Street, Suite 400
Manassas, Virginia 20110
PH: 703-369-4738 FX: 703-369-3653

VFN 43-508

PIN: 488-30-6213-000

Tax Map Number /35A210/////B/

Lot Acreage: 24,141 SF or 0.554 acres
(Total Area 1 lots)

7-Eleven, Inc. (hereinafter “7-Eleven” or “Applicant”) requests approval of a Special Use Permit (hereinafter “SUP”) to modify an established and occupied Fueling Station on a portion of the property located at 700 E. Main Street in the Town of Purcellville Mixed Commercial District. The subject property is identified as Loudoun County Parcel Identification Number PIN 488-30-6213-000 listed as Tax Map Number /35A210/////B/. The newly consolidated lot contains 24,141 square feet of land or 0.554 acres and is hereinafter referred to as the Property (“Property”). This request is in accordance with Article 4, Section 1 of the Town of Purcellville Zoning Ordinance (“Ordinance”).

Statement

The Property is located at the southeast corner of East Main Street and Maple Avenue. The SUP use encompasses approximately one-half the Property closest to E. Main Street (northerly side of the Property) adjacent to E. Main Street. The Property was subject to a previously approved 1983 site plan for a fueling station and the site is currently occupied by the existing operating fuel station and also by a convenience store built in compliance with the 1983 site plan. The retail convenience store will continue in operation unchanged.

7-Eleven has been operating its current fueling station facilities on this prominent corner of the Town since 1983. The 1983 fuel station design is less than optimal under current industry practice because customer needs and expectations for self-serve gas sales have changed

JUSTIFICATION AND WRITTEN STATEMENT

700 E. Main Street
SPECIAL USE PERMIT
SUP #16-01
Fueling Station
PIN 488-30-6213-000
May 3, 2017
Page 2 of 6

dramatically since 1983. The engineering design standards have also changed to meet the consumer expectations and to increase structural safety, layout efficiency, and vehicular circulation, pedestrian safety, and customer and vehicular safety. The Town's requirements for site development have also changed during that time frame. It is the desire of 7-Eleven to bring the fueling station up to date.

The proposed SUP will allow 7-Eleven to significantly upgrade the fueling station dispensers and the canopy to industry standards allowing better vehicle flow and pedestrian customer safety. The new layout will facilitate onsite traffic flow, public road entrance configuration, and minimize any impacts of customer traffic adversely affecting traffic flow on the adjacent public streets. The new canopy is 1,440 square feet in area with a 14'-6" under canopy clearance. The canopy will consist of white fascia and sloped brown metal roof to match the existing convenience store roof. The supporting wrapped columns will be brick colored to also match the existing building. Signage will be the 7-Eleven 2' x 2' logo sign, one on each fascia elevation and on each side of the 4 fuel dispensers (8 fueling positions). The canopy and signage will be constructed in conformance with the elevations recently approved by the Board of Architectural Review on July 19, 2016. BAR review ensures compliance with the goals of the Town Comprehensive Plan. Additional landscaping in accordance with site plan requirements will be provided at site plan submittal. The proposed Fueling Station will operate 24 hours, 7 days a week.

ISSUES FOR CONSIDERATION (Article 8, Section 1.4D)

1. Comprehensive Plan land use

The Town of Purcellville Comprehensive Plan designates the Property for Mixed Use Commercial ("MUC") land uses. The MUC is intended to provide a variety of retail shopping, office uses, and miscellaneous recreational and service activities. The Property is presently zoned to the Mixed Commercial ("MC") zoning district which is compatible with the MUC Comprehensive Plan designation and no change to the zoning is requested with this SUP. The Property is within the Historic Corridor Overlay District. The proposed SUP use is compatible with the Comprehensive Plan goal of maintaining the historic Main Street corridor by providing an improvement to the site without generating massive amounts of new traffic that would create the need for road widening in the Historic Corridor Overlay District.

2. Welfare and convenience

The Property has been long used as a fuel station and convenience store; the site plan for the existing use being approved in 1983, and is used regularly by citizens of the Town to meet their needs. The siting of the use provides eastbound traffic an opportunity for fuel and conveniences without a traffic disrupting left turn across the dedicated left turn lane and westbound through lanes of Main Street. Approval of the upgraded fuel station canopy and resulting improved onsite traffic circulation will enhance convenience by providing the retail

service in the accustomed location, but with improved functionality and better aesthetics. The improved onsite traffic circulation will encourage customers to utilize the site and forego traffic disrupting left turns across Main Street. There will be no outdoor display or storage of objects or material to distract the bypassing traffic. All deliveries will be conducted entirely on site to prevent disruption of public street traffic flow.

3. Compatibility with existing and proposed uses

The Property is directly adjoining and adjacent to properties also zoned to the Mixed Commercial zoning district that make up the southeast quadrant of the Main Street - Maple Avenue intersection. The southwest, northwest, and northeast quadrants of the Main Street-Maple Avenue intersection are also all zoned to the Mixed Commercial zoning district making this intersection a commercial intersection important to the Town. All four of the intersection quadrants are currently occupied by existing commercial uses. There is an existing fuel station use directly across Main Street from the proposed SUP Fueling Station.

The MC zoning district allows retail uses by right such as the existing retail store use and allows special use permit uses such as the proposed Fueling Station, but only under the authority of an approved SUP. Use of the property under the proposed SUP will be for fuel sales. The convenience retail sales will continue unchanged in the existing store. The site will not have any auto repair or auto sales uses.

The proposed fuel station canopy will occupy an approximately 1,440 square foot portion of the Property adjacent to E. Main Street. No change is planned for the existing retail store use. Parking will be permitted only in the spaces designated on the SUP Plan and parking will be prohibited on any sidewalks, landscaped areas, driveways, or drive aisles. There is no parking proposed on the Main Street or Maple Avenue public rights of way. The existing site lighting will remain and any new lighting will be full cut off and directed interior to the site.

The proposed Fueling Station SUP use with associated retail store will be developed in substantial conformance with the Special Use Permit Plan entitled:

“**SITE CONCEPT PLAN**”, dated March 28, 2017, prepared by Core States Group of Rogers, Arkansas (“SUP Plan”)

No buffer is required between adjacent MC uses and none is provided. Landscaping will be provided in accordance with Town site plan requirements.

4. Noise, odor, or negative impacts

The proposed Fueling Station SUP use will not produce any offensive odors, loud noises, or other negative impacts to the adjacent properties or the surrounding commercial area. There will be no outdoor speakers.

5. Environmental, historic or archeological impacts

The entire Property is a pre-disturbed site covered by commercial development for many years. As such, the Property does not contain any significant natural environmental features, wetlands, 100 Year Floodplains, archeological features, or historic features.

The site is predominately pre-existing paved and only a minimal increase in additional asphalt paving is proposed; therefore, there will be no significant increase in storm water discharge from the site. The Applicant will remove litter, trash and debris from the SUP area on a periodic basis and will store trash in a dumpster located within the existing dumpster area for regular trash pickup service. The trash storage area will be screened as shown on the SUP Plan, provided no additional BAR review is required for the dumpster screening.

6. Air and water quality

The proposed Fueling Station SUP use will provide an upgrade of fuel storage, handling, and dispensing facilities consistent with the latest appropriate environmental regulations to protect water quality and air quality.

7. Traffic generation

The previously submitted Technical Memorandum concerning Traffic Impact Analysis ("TIA") dated April 27, 2016, prepared by Gorove/Slade of Chantilly, Virginia indicates that the expanded development with the SUP use will generate 25 new trips during the AM peak hour and 26 new trips during the PM peak hour. "All intersections will continue to maintain the same level of service as existing conditions during the AM and PM peak hour under future with development conditions. Thus, the proposed expansion will not degrade the operation of the existing roadway network." TIA, p. 10. No new road construction is required due to traffic generation increase from the SUP use. The Comprehensive Plan – Transportation Plan goal is to maintain Main Street as a two-lane road.

8. Transportation

The parking layout for the existing retail store will accommodate the new fuel station layout and traffic circulation. The Applicant will maintain the parking layout, and keep travel ways and public road entrances free of obstructions to minimize impacts to the public road system due to onsite traffic.

Access to the retail use and SUP area will be from the existing public street entrances onto E. Main Street and Maple Avenue. The existing public street entrances will be utilized at their now existing width and any construction required at the site entrances will be consistent with current VDOT standards and the SUP Plan.

By not increasing the parking beyond what has demonstrated to be adequate for the unchanged convenience store use, the Applicant mitigates adverse impacts on adjacent property and the environment by avoiding the creation of excess parking, paving, and runoff.

9. Essential public facilities

Public water is available to the site. The proposed use does not create any significant additional demand for water and will have no significant impact on potable water supplies.

Public sewer is available to the site. The proposed use does not create any significant additional demand for sewer and will have no significant impact on the sewer system.

The site will provide stormwater management and water quality facilities consistent with the local, state, and federal requirements to mitigate any adverse impact, consistent with the applicable regulations, due to any increase in stormwater runoff from the minimal increase in impervious area.

The proposed SUP use will not create any new demand for or have any adverse impact on schools, libraries, parks, or community social services. The improved underground fuel storage and dispensing equipment will be installed in accordance with Loudoun County Fire Marshal requirements and thus will not add to the fire services demand. Specific SUP conditions have been proposed consistent with the Fire Marshal requirements. The improved on-site traffic circulation and stacking will reduce impacts at or near the public road entrances and will reduce congestion and turning movement conflicts and thus reduce the need for accident response services.

10. Use of existing structures

There are no historic structures on the Property, or being used, or being converted for this SUP use. The existing outdated fuel station canopy will be demolished and removed and a new upgraded fuel station canopy will be constructed in conformance with the elevations as approved by the BAR on July 19, 2016.

The Fueling Station will install façade signs on the canopy as shown in the elevations approved by the BAR.

11. Economic development

The Applicant's proposed use is consistent with economic and employment activity desired by the Comprehensive Plan in this area. The upgraded fuel station will generate additional sales and real property taxes, while visually improving the Property.

12. On site and off site infrastructure

The proposed use will not generate any significant increased load for public water, sanitary sewer, or storm drainage systems over the existing demand on these systems.

13. Construction traffic

The Property is located at the intersection of two collector roads. All construction traffic will be routed into and out of the Town and to Harry Byrd Highway, Virginia Route 7, via Main Street to Berlin Turnpike; or via Maple Avenue, Hirst Road, to Berlin Turnpike. Construction traffic will not transit through residential neighborhoods.

Conclusion

The proposed Fueling Station SUP use is compatible with the Comprehensive Plan's MUC Future Land Use designation of the Property. Approval of the SUP will enable the Applicant to provide important retail fuel services to those living, working and traveling in the immediate area in a location that is appropriate for such retail fuel SUP uses.

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STAFF REPORT **INFORMATION ITEM**

Item # 7b

SUBJECT: Status of Priority Work Items

DATE OF MEETING: July 20, 2017

STAFF CONTACT: Patrick Sullivan, AICP CED

This report briefly summarizes any recent updates on the status of the Planning Commission's priority work items.

1. Comprehensive Plan Update – Staff and the consultant team have completed the initial draft of the comprehensive plan for the Planning Commission's preliminary review. PC will, for the next 8+ weeks, review the Plan. The Plan will be sent to our reviewing agencies, boards, commissions, and committees for review during that time.
2. OA16-04 Tree Preservation Regulations Zoning Ordinance Text Amendment – No change.
3. OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment – No change.
4. OA16-05 Reduce Maximum Building Heights in the C-4 District Zoning Ordinance Text Amendment – Planning on TC Public Hearing in September.
5. OA16-06 Civil Penalties Zoning Ordinance Text Amendment – This item is expected to return to the Planning Commission at its July 6th meeting. The Town Attorney is working to produce a final draft.
6. OA17-01 Definition of Duplex Dwelling Zoning Ordinance Text Amendment – No change.
7. Sign Regulations – No change.
8. Accessory Dwelling Standards – No change.
9. Legislative Applications
 - a. *CPA15-01 O'Toole Property (Designate as Mixed Use Commercial)* – No change.
 - b. *RZ15-02 O'Toole Property (X to MC)* – No change.

- c. *SUP16-01 7-Eleven Fueling Station Expansion* – Will be discussed at July 20th PC meeting.
- d. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.
- e. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.
- f. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – Received updated concept plan that now directs bus traffic only through lot 2, next step will be for the PC to review the changes and schedule another public hearing.
- g. *SUP17-01 O'Toole Property Assisted Living Facility* – No change.
- h. *SUP17-02 Blue Ridge Veterinary Associates Kennel* – Waiting on applicant.

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STAFF REPORT
INFORMATION/ ACTION ITEM

Item # 7c

SUBJECT: Virginia Regional Transit SUP

DATE OF MEETING: July 20, 2017

STAFF CONTACT: Patrick Sullivan, AICP CED

Summary and Recommendation:

CD has recently received an updated Concept Development Plan for the VRT commuter parking lot. As you know the Town Council sent the plan back to the Commission to request an additional review due to the neighbor's concern of potential traffic congestion on Browning Court. The County has since presented a new design that funnels only the bus traffic between lots 6 and 7 with egress onto Bailey Lane. This keeps the buses from lining up on Bailey Lane and reduces morning conflicts with other businesses in the neighborhood.

The PC should determine if they are ready to move forward with a new Public Hearing.

Staff recommends that the PC set a Public Hearing date.

MOTIONS:

Add as Action Item (if desired)

I move that SUP16-02 be added to the Planning Commission's _____ regular meeting agenda as an action item.

AND THEN (if motion to add item for action is adopted)

Approval– RECOMMENDED

For the reasons stated in the staff report dated July 20, 2017, I move that the Purcellville Planning Commission hold a public hearing on SUP16-02 Virginia Regional Transit request for a commuter parking lot:

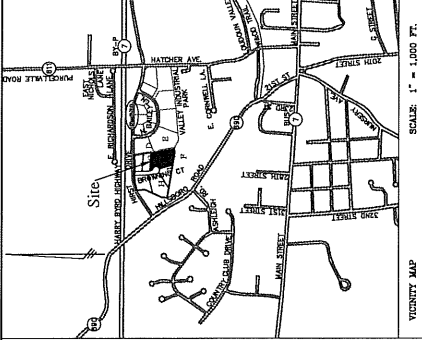
Attachments:

1. VRT updated commuter parking lot concept development plan.

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**Virginia Regional Transit
COMMUTER PARKING LOT
Special Use Permit SUP16-02
Concept Plan**

Owner/Applicant/Developer:
Virginia Regional Transit
c/o: Bruce Alder
109 N. Bailey lane
Purcellville, Virginia 20132-3085
(540) 338-1610; Fax (540) 338-0690

[illegible]

PROPERTY ADDRESS:
412 Browning Court - 408 Browning Court
Off Hirst Road
PURCELLVILLE VA 20132

PARCEL INFORMATION
412 Browning Court - 408 Browning Court
PIN: 487-15-8342 - PIN: 487-15-8360
LCTM: /35/146/1116/ - LCTM: /35/146/1171/
1.9403 Acres = 84.519 Sq.Ft. - 0.38825 Acres = 38.444
ST: Instr: 200110329-0019858 - ST: Instr: 20040809-0
Plat @ Instr. 20060106-00198858 & 0002250-
Zoning: CM-1 Local Service Industrial District

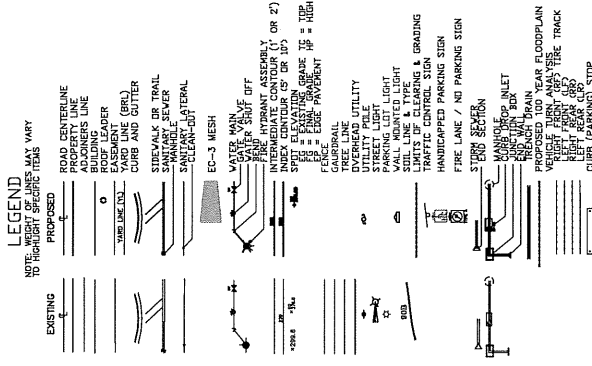
[illegible]

SHEET INDEX

1. COVER & NOTES
2. CONCEPT PLAN

Sheet: 1 of 3

NOTE: All details, design and construction shall be in accordance with the Virginia Department of Health (VDH), regardless of how shown on the plans. The approval of these plans shall in no way relieve the owner or applicant from compliance with all applicable local, State and Federal requirements, including but not limited to, the Virginia Department of Transportation (VDOT) and the County's Department of Public Works.

[illegible]

<p>1. PURPOSE: The purpose of this application is to present a concept plan to convert a bus maintenance and storage facility into a commercial parking lot.</p>			
<p>2. LOCATION: The site consists of lots 6 & 7 of Browning Industrial Park, #408 & #412 Browning Industrial Park, located on the east side of the intersection of Pine Ridge Parkway and Pine Ridge Industrial District, Loudoun County, Virginia. The subject property is approximately 2.28 acres.</p>			
<p>3. OWNER, APPLICANT & DEVELOPER:</p>			
Virginia Regional Transit Authority 109 Briley Lane North Parsippany, NJ 07054 (973) 338-1610 Fax (973) 338-4090	Lot 6 7525/6400/6	Lot 7 7534/001/177 407-13-8600 407-13-8600 0.8825 Acres 38.444 Sq.Ft.	
<p>4. Browning Industrial Park #4:</p>			
MCPIP Loudoun Tax Map #4: Square Feet Acreage	Lot 6 7525/6400/6 407-13-8600 1.9403 Acres 84,519 Sq.Ft.	Lot 7 7534/001/177 407-13-8600 0.8825 Acres 38,444 Sq.Ft.	
<p>5. Loudoun County Regional Transit Authority: Loudoun County Regional Transit Authority acquired the Lot 6 of Browning Industrial Park Building Company by Instrument # 2010329-00-19858 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>6. RECORDS: Loudoun County Association of Governments acquired the Lot 7 of Browning Industrial Park from Nevada Building Company, Virginia. (Corporation name change)</p>			
<p>7. TITLE & EASEMENTS: Commonwealth Land Title Insurance Company provided title insurance effective as of 12/29/2004. The title insurance policy contains no exceptions or encumbrances. The subject property is not encumbered or depicted on these drawings except as noted below. Easements, utilities, improvements and encumbrances are identified in the title report which can not be shown on these drawings.</p>			
<p>8. 475a The following easements and/or agreements do not affect the subject property:</p>			
<p>1. James E. & Virginia P. Hoyle; DB 09-01-228</p>			
<p>2. James E. & Virginia P. Hoyle; DB 09-01-228</p>			
<p>3. b. The following easements and/or agreements may affect the subject property, but the descriptions were omitted from the title commitment:</p>			
<p>1) Loudoun Light & Power Company; DB 10-15- Pg. 96</p>			
<p>2) Loudoun Light & Power Company; DB 10-15- Pg. 97</p>			
<p>3) The Town of Pineville, Virginia; DB 10-14- Pg. 16</p>			
<p>9. RESTRICTIONS: The subject property is subject to the following restrictions:</p>			
<p>1) Loudoun Light & Power Company; DB 10-15- Pg. 96</p>			
<p>2) Loudoun Light & Power Company; DB 10-15- Pg. 97</p>			
<p>3) The Town of Pineville, Virginia; DB 10-14- Pg. 16</p>			
<p>10. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>11. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>12. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>13. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>14. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>15. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>16. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>17. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>18. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>19. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>20. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>21. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
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<p>23. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>24. BOUNDARY SURVEY: Boundaries are based on an unrecorded plat entitled "ALTA/MASS Survey 1-24-04 of Browning Industrial Park" by Jeffrey H. Wolfert, Sr., L.S.# 1988, Wolfert & Chen, P.C., August 1-24-04 recorded among the Land Records of Loudoun County, Virginia.</p>			
<p>25. BOUNDARY SURVEY: Boundaries are based on</p>			

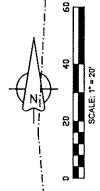
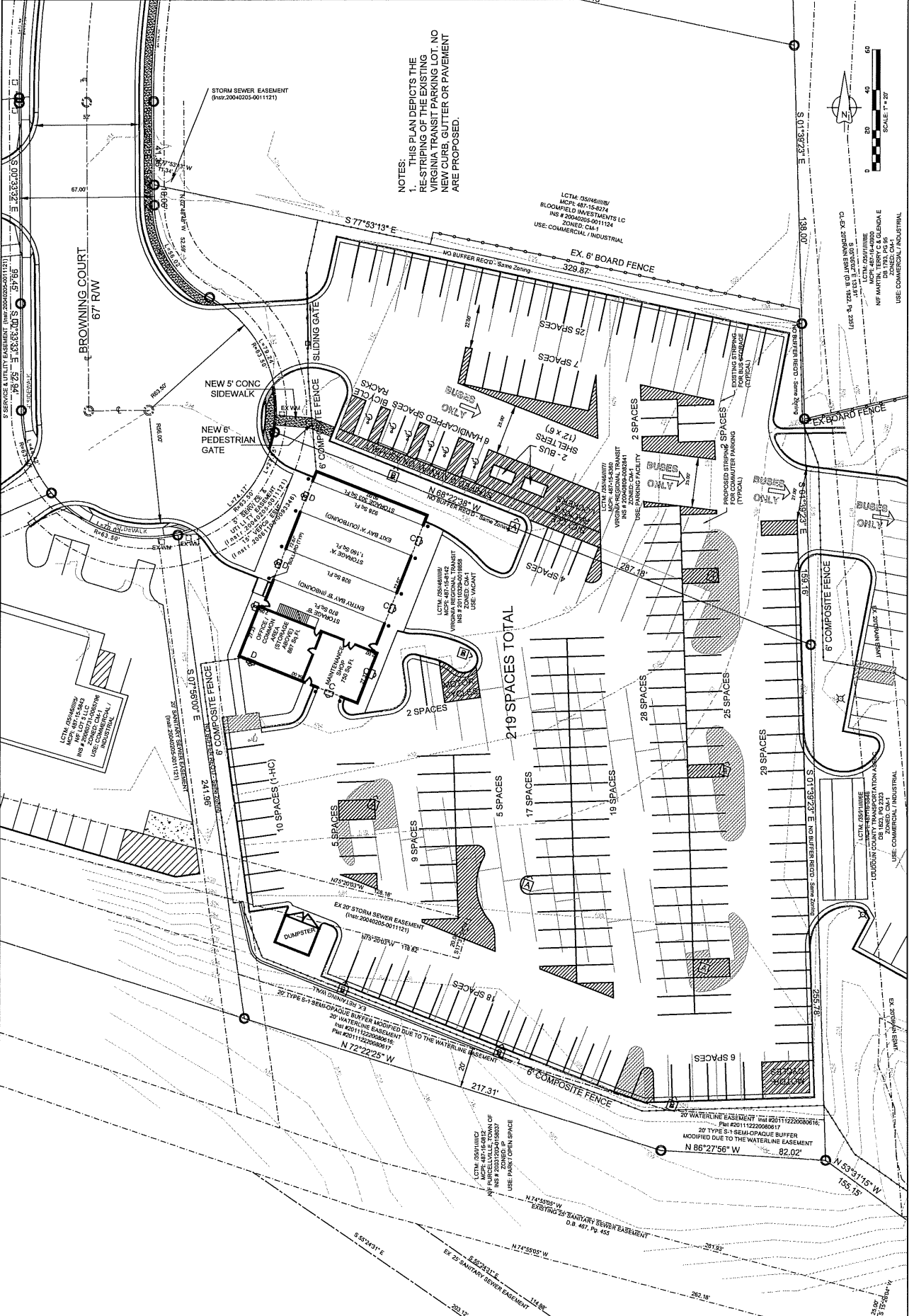
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CONCEPT PLAN 'C'
Virginia Regional Transit
Computer Parking Lot
SPECIAL USE PERMIT SUP16-02
Type of Purchase
Loudoun County, Virginia



NOTES:
1. THIS PLAN DERICTS THE
RESTRING OF THE EXISTING
VIRGINIA TRANSIT PARKING LOT NO
NEW CURB, GUTTER OR PAVEMENT
ARE PROPOSED.

Scale: 1" = 20'

File: KLM-2020-0131

Checked: JEF

Drawn: JEF

Design: JEF

Revisions

NO.	DATE	DESCRIPTION
1	01-11-2017	FOR PERMIT
2	01-11-2017	FOR PERMIT
3	01-11-2017	FOR PERMIT
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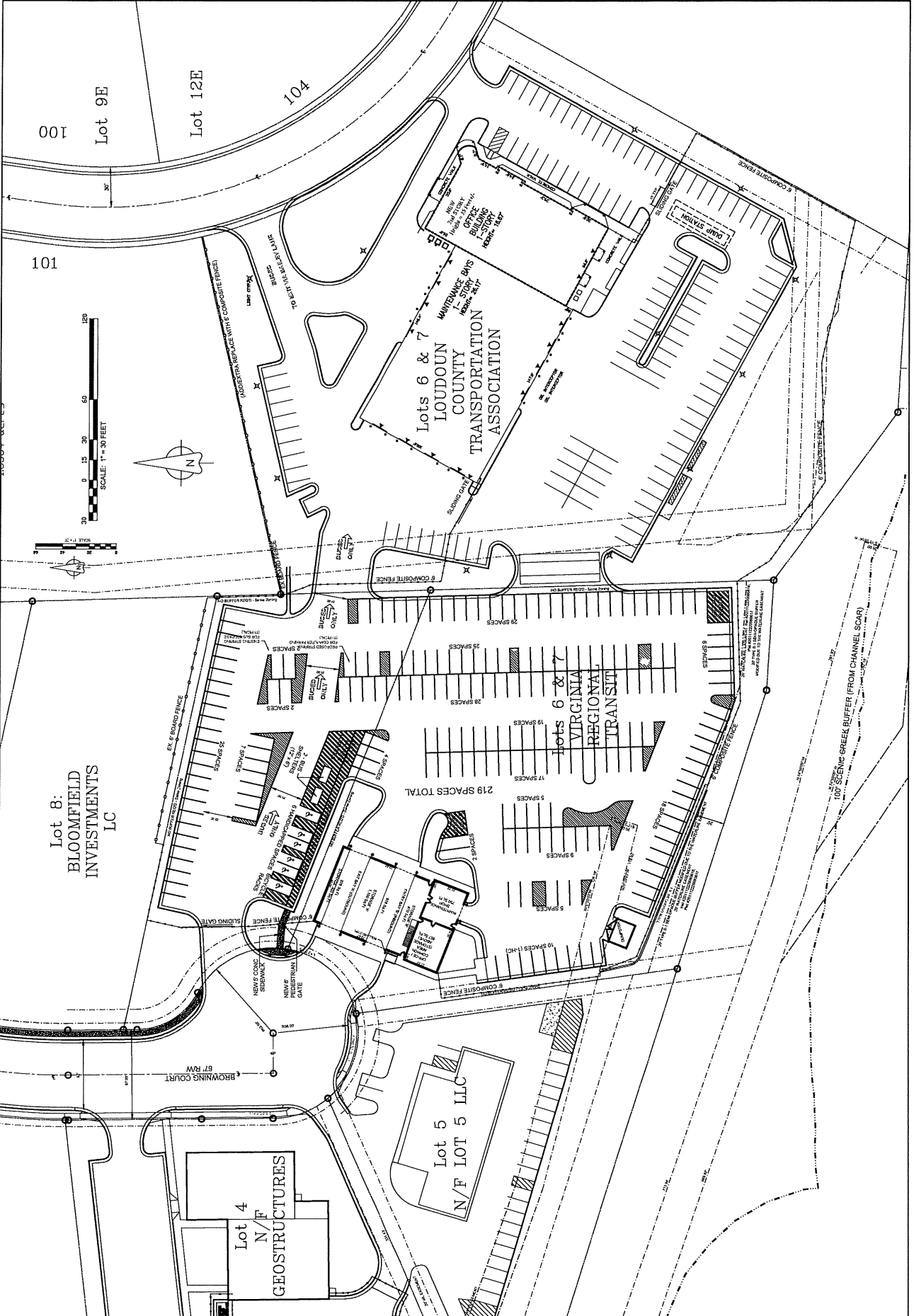


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OVERVIEW
Virginia Regional Transit
Commuter Parking Lot
Special Use Permit SUP16-02
Blue Ridge Section District of Purcellville
 Loudoun County, Virginia



**MINUTES
PLANNING COMMISSION SPECIAL MEETING
JUNE 20, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Vice Chairman/Planning Commissioner (arrived 7:02 PM)
Britt Adkins, Planning Commissioner
Tip Stinnette, Planning Commissioner
David Estey, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Planning Commission/Council Liaison

ABSENT: None

STAFF: Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF SPECIAL MEETING:

Chairman Stein called the Planning Commission Special Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

a) Preliminary Review of Initial Comprehensive Plan Draft

Dan Galindo stated he feels the draft meets most of the feedback received and hopes that after the meeting that the Planning Commission is comfortable moving the draft forward to formatting.

Chairman Stein stated that since this is just for the certification and not for approval of the draft that the Planning Commission finalize it for form and have it certified.

Commissioner Grim stated neither she nor anyone else she has talked with has had enough time to review the document or the materials to be implemented into it. Commissioner Grim added that she, the Interim Town Manager, and Daniel Galindo will be meeting to talk about moving forward to avoid any lag time and will discuss revising options to Council. Council member Grim stated again she is not comfortable moving forward as she feels responsible as a Planning Commissioner to read every line and to be familiar with the materials that were to be interjected into it as the citizens have brought forward.

Commissioner Stinnette stated he has read the information and has questions, and that if they were answered and incorporated successfully into the document then would be comfortable. Commissioner Stinnette stated his concern is public release. Commissioner Stinnette stated he would like to understand the role that Commissioner Grim is playing with the Acting Town Manager as it relates to the Planning Commission. Commissioner Grim stated that Council addressed that the material be brought forward at the last Council meeting and with the departure of Daniel Galindo that there have been discussions about additional needs. Commissioner Grim stated that she and the Interim Town Manager are meeting at the request of Town Council so that she can bring forward options of how to move forward quickly and smoothly to make sure the Comprehensive Plan remains the top priority. Commissioner Stinnette confirmed that discussions with the Acting Town Manager would be done as a Council member and not speaking on behalf of the Planning Commissioner. Commissioner Grim confirmed.

Commissioner Van Istendal stated that he agrees and asked Mr. Galindo if his successor has been identified. Mr. Galindo stated that it has not and that the Director of the department will take things over in the interim. Commissioner Van Istendal stated that if the majority of concerns could be addressed and revised within the week feels that it could be forwarded as a draft.

Chairman Stein requested to review the questions posed by staff and the consultant and then work through any outstanding questions in hopes to be able to send it out for certification. The Commissioners agreed.

Dan Galindo referenced the gray box in the The Planning Process section and summarized each. Under the Planning Framework Goals it was discussed listing the paragraphs rather than as narratives. Commissioner Stinnette stated he would like to see the paragraphs bulletized by the

consultant in an effort to make the operative points stand out. Commissioner Van Istendal agreed. Chairman Stein agreed that it would help to make the goals stand out.

Mr. Galindo referenced page ten under General Development noting the needed definition of Universal Design and the note about the Dillion House on page eleven and if there should be a bullet point and what it should say. Commissioner Stinnette stated he feels Universal Design should be defined and that Council's language should be incorporated for the Dillion House since they have done work on the item. Council member Grim stated that Council is still reviewing options for the Dillon House. Commissioner Stinnette referenced the language used by the Mayor in the monthly update and feels that would be a good start. Commissioner Stinnette stated he recommends that the existence of the Dillon House be acknowledged and that it has some challenges as well as the vision that Council comes up with for restoring it. Dan Galindo proposed adding that it is the desire of the Town to preserve it without adding full details. Chairman Stein stated she feels it is important to note the significance of the house to the Town.

Chairman Stein noted the comment on page twelve of General Development about listing cultural resources. Dan Galindo referenced the resources added and asked the Commissioners about adding anything else. Commissioner Stinnette stated he feels more items would be picked up during the review process. Commissioner Grim referenced the American Legion baseball and that a number of things need added that are relevant to the Town. Mr. Galindo asked if the Commissioners wanted to add the items now and Commissioner Stinnette stated he feels they will be picked up through the review process. Commissioner Grim noted that there is specific terminology in regards to which American Legion is playing in Town as well as Babe Ruth. Chairman Stein stated she feels those items could be added.

Daniel Galindo stated that a map would be added to page fifteen and that the maps from the 2009 Transportation Plan would be used as a baseline.

Commissioner Stinnette referenced page one of Managed Change Areas and asked why the workshop legend was included. Mr. Galindo stated that it would be reformatted to reference the hypology of different types of what is and what can be in the Town and the ones noted are either in Town currently or fit the Managed Change Areas. Commissioner Stinnette talked about Hirst-West and feels it should be talked about. Chairman Stein stated she feels the lots have potential for redevelopment and feels it should stay in the Managed Change Area. Mr. Galindo asked if it is the Commissioner's vision that the area remain the same but with nicer buildings or to combine in a way where it is mixed use and asked for guidance. Chairman Stein stated she feels there is a little of both because as the Town matures that industrial land will become more valuable for something other than industrial and that it should be planned for. Commissioner Adkins stated she likes the idea of getting ahead of it and that she would be interested in seeing what would be proposed and would not want to limit options. Commissioner Stinnette stated that perhaps they would like to examine a transition from light industrial into mixed use. Commissioner Van Istendal confirmed that they would like to see it as a Managed Change Area.

Dan Galindo noted the proposed amendment process which currently is not in place. Chairman Stein asked how this compares to the process in other jurisdictions and feels it is fair.

Commissioner Grim asked what communities Chairman Stein is comparing to. Chairman Stein stated Loudoun County and Leesburg and that the criteria for requesting an amendment are not out of synch. Commissioner Grim stated Leesburg's is far more friendly to include a summary flow chart and application and feels the Town should look into making a change to their comprehensive plan amendment request and feels there are others far better than the Town's. Commissioner Stinnette agreed that the amendment process should be reviewed as a Council. Chairman Stein asked why it would be in the comprehensive plan and asked if it would be more appropriate in the zoning ordinance. Commissioner Stinnette added that this was directed by the Planning Commission and feels the items to be addressed on an application for an amendment likely do not belong in the comprehensive plan but in the form to be completed. Commissioner Stinnette added that the process should be discussed. The Commissioner's agreed to remove it from the draft and that the process should be generally described.

The Commissioners reviewed each page of the document so that they could ask questions.

Commissioner Grim noted the first paragraph of the Introduction and stated she is not clear what the "ten year update" is referring to and that the words "growth pressures" is noted twice and feels that is a mistake, and asked what level of detail the Commissioner's would go into at this point.

Chairman Stein stated she feels most members on the Commission would like to see the certification go through if the questions can be answered and that the Planning Commission would then get to the detail. Commissioner Grim added that she would note a couple of items that the Mayor ask be stated.

Commissioner Stinnette noted Changed Managed Areas and Preservation Areas and expressed concerns that preservation is a loaded word and feels that when the public looks at preservation that they think of nature preserves and suggested the word "sustention" which would mean areas to be sustained.

Commissioner Adkins added that Preservation Areas is described towards the end of the description paragraph but feels it may not come across strongly enough to make the point that preservation does not necessarily mean that nothing about it would change.

Commissioner Stinnette referenced General Development on page one and recommended removing the note about "land that may be annexed into the Town in the Future" from the first paragraph and suggested using "land not currently within the limits of Purcellville".

Commissioner Stinnette referenced General Development on page three under Site Design where it talks about freestanding parking structures and does not feel that should be mentioned. Commissioner Stinnette suggested leaving it as is to get feedback. Chairman Stein talked about parking in a mixed use development and that it would typically be integrated parking. Commissioner Stinnette suggested "structured parking" or "alternate parking".

Commissioner Grim stated she agrees that "free standing parking structures" should not be used.

Chairman Stein suggested saying “integrated parking.

Commissioner Grim asked where this was presented to the citizens. Chairman Stein stated it may not have been noted as a freestanding structure and added that as a reality that mixed use developments will be talked about and that parking would become an issue. Commissioner Grim added that the residents that attended the meetings already had a problem dealing with the samples of six stories that were presented in one of the visioning scenarios.

Commissioner Grim talked about wordsmithing before it is a public document that there is some form of integrity of the material that was sent to the consultant that was to be integrated into the plan. Commissioner Grim stated that the integrity as a Planning Commissioner, a resident and a Town Council member that what else is included that was not a part of what the information is and feels people will look closely at all of the documents.

Commissioner Paciulli recommended dropping the last part of the sentence since the first part covers the concerns.

Commissioner Stinnette stated that as a Planning Commission should agree that by Thursday have all input to Daniel Galindo to provide to the consultant.

Commissioner Stinnette referenced the last bullet on page six under General Development and talked about the word “hotel”. Commissioner Adkins noted that to her that a boutique hotel would not be much different than a bed and breakfast and it was a hotel in general that people do not like. Commissioner Stinnette stated that the language is not clear and that the people have said they do not want hotels and feels the word would cause concerns. Commissioner Grim stated she does not feel in the visioning scenarios that the word hotel was used.

Commissioner Van Istendal referenced page five of General Development under the top bullet and noted that parallel parking falls under safety and is thankful there are a limited number of spaces in Town and feels that it dissuades people from parking. Commissioner Grim noted that crosswalks are not mentioned. Chairman Stein noted that parallel parking could be removed. Dan Galindo noted that crosswalks and safety could be added.

Commissioner Stinnette referenced the first bullet on page seven under General Development and would like to see the alcohol portion downplayed to a degree. Commissioner Grim agreed. Commissioner Adkins stated she feels it is important to keep the language and that it should be discussed further as it is a good revenue stream for the Town. Commissioner Van Istendal stated he feels it is a point well taken and that if it is going to be included for safety that “hotel” should be discussed as it would be difficult to encourage drinking without encouraging a place to stay. Commissioner Stinnette stated he would like to see the consultant take a look at the language, specifically entertainment and agrees that there should be a tourist element. Commissioner Adkins talked about adding an agricultural element and Chairman Stein agreed.

Commissioner Stinnette referenced page eleven under General Development and the recreation of a historic zoning district and talked about the amount of pushback from the community about the Town regulating a historic overlay. Chairman Stein stated that during public meetings found the public to be very supportive and feels it should be further discussed and that the reasons why they want a historic district is to keep the buildings the same along Main Street. Commissioner Stinnette proposed “initiate a public process to consider and examine ways to sustain the historic feel within the boundaries of Purcellville’s historic district”. Dan Galindo noted from the responses that 80% believe the Town should have some control and that the level of the control is split. Commissioner Grim stated she feels the Planning Commission and other committees should educate developers and residents on the opportunities that they can do.

Commissioner Stinnette reserved what is currently called the Preservation Areas and recommended calling them Sustention Areas. Commissioner Stinnette recommended identifying other issues that the Commissioners have so that Mr. Galindo has the list of items to go back to the consultant with. Chairman Stein summarized that the items referenced by Commissioner Stinnette need addressed and then back to the consultant to address and then the Planning Commissioners would take a vote on the certification to send it out. Commissioner Stinnette confirmed and added he does not feel it is ready now.

Commissioner Grim stated she is concerned that the push is to vote and include what was discussed and to let the consultant revise it to how they see it and then it would not go back to the Planning Commissioners as the majority voted to certify it since Daniel Galindo is leaving. Commissioner Grim added she would not vote to say to let the consultant change what was discussed then certify it.

Chairman Stein stated she was hoping to continue moving this forward and hears that Commissioners Grim and Stinnette do not want it to go out for certification and would like to review it again. Council member Grim stated she does not see a reason to rush to certify it and talked about the length of time it took to get this far. Commissioner Grim added that between now and the next meeting all of the issues should be addressed and that the Town Manager will make sure it continues to move forward as presented and that putting a name on a potentially flawed and not fully vetted document and relying completely on a consultant that some Council members are concerned that they are not moving forward and with efficiencies.

Commissioner Van Istendal suggested asking each Commissioner and that each express their thoughts and asked if the items brought forward could be addressed before Mr. Galindo’s departure. Mr. Galindo stated he felt they could be, and that a redline could be provided.

Commissioner Paciulli stated he was for going forward with it the way it is and is in support of making the changes suggested by Commissioner Stinnette and then moving it on. Chairman Stein asked Commissioner Paciulli if that after the changes are made if he would like to see the document again before it is certified. Commissioner Paciulli stated he does not need to see it again and is willing to certify it this evening with the changes and without seeing it.

Commissioner Adkins asked what happens if it is not certified this evening. Daniel Galindo referenced the timeline sent out in May with the intent of it being laid out and gives the Commissioners time to further edit the document. Mr. Galindo stated the certification term is not a formal term but says the document is good enough to go to formatting.

Commissioner Paciulli added that when he saw the document that he feels it was what people were looking for when they came to the public meetings and feels that in order to get additional comments that the document should be published.

Commissioner Adkins agreed with incorporating comments discussed this evening and is comfortable not reviewing the document a second time as long as there are opportunities to make additional changes in the future.

Commissioner Van Istendal stated he agrees and that the information has been put out for input and the primary issues have been addressed and feels the document captures the public input. Commissioner Van Istendal added he was hesitant to bring up his concerns but thought it would be too minute for the meeting because if it would be certified it would go through a two to three month process where it goes through the Planning Commission again, the Town Council, Town Attorney and the public. Commissioner Van Istendal added that he feels it is good for other groups to see the document and that their input should be respected and acted on accordingly, and is under the impression that by certifying it this evening would initiate that process. Commissioner Van Istendal stated he is comfortable moving it forward to the preverbal question and answer and receive feedback.

Commissioner Stinnette clarified that certify means to authorize the document for public release. Commissioner Stinnette stated that he feels that the document as it is currently constructed is ready for releasing to the public and would like to see the issues that he addressed plus any additional issues that the Planning Commission comes up with be addressed. Commissioner Stinnette stated he would like to virtually review and accrue the judication of the concerns through a redline version of the document and does not believe another meeting needs held to accomplish this. Once the Commissioner's review the redline then would authorize the release of the document to the public. Commissioner Stinnette stated he would like for the Town Council to review the document before it is released to the public.

Commissioner Estey stated he feels that all of the Commissioners have a problem with the word "certification" which sounds final and suggested a different word would have made it easier. Commissioner Estey suggested letting Daniel Galindo make the changes and then release a preliminary draft of the revised master plan understanding it would come back to the planning Commission for more changes. Commissioner Estey agreed he is comfortable moving forward.

Commissioner Grim stated she does not feel it should go out and that if a resident were to listen to this meeting would question why and feels that by far that it should be looked at by the Town Council. Council member Grim stated that at the point the public sees it, the Planning Commission's name is on it as well as the Town Councils. Commissioner Grim added she feels that a much better job could be done in the next week to bring forward a document.

Chairman Stein stated the document is online and the public can see it now and that what they would be doing is just authorizing the release of it so that discussions can start. Chairman Stein referenced Commissioner Stinnette's request to move it to the Town Council and noted that the Comprehensive Plan is not a political document and the Council will have their opportunity, and that the Planning Commission needs to stay on track. Chairman Stein suggested that if there are other items that the Commission feels needs addressed before it goes on the draft that those should be given to Daniel Galindo and that she is in support of authorizing it to be released. Chairman Stein suggested that the Planning Commission continue their review and that the Commission start meeting and having work sessions to review the document in further detail.

Commissioner Grim referenced the twelve to fifteen items that she is concerned with and asked how it works that it be pushed out there and noted the word growth pressures twice in the intent purposes is overstated. Commissioner Grim asked how between tomorrow and Friday it goes forward to be certified if the Commissioners are not in agreement.

Commissioner Paciulli stated that today was the day to be ready to move forward and that he would not want any Commissioners comments to be excluded.

Dan Galindo suggested reviewing all concerns now.

Chairman Stein referenced that Commissioner Grim expressed concerns with growth pressures and feels that could be something to go to the consultant to be amended. Chairman Stein asked Commissioner Grim to proceed with her items. Commissioner Grim declined.

Chairman Stein stated she feels it would be helpful on the illustrations if the roads were noted and referenced Main Street and E. Main Street appearing at A Street on the Illustration of Preservation Area Reference Map. Chairman Stein added that she feels that most of her items could be discussed as the document is discussed.

Commissioner Grim referenced the Introduction section on page eleven and that there were conversations about the Purcellville Area Estimated Growth Projections and is not sure where that came from. Commissioner Stinnette stated that the projects are a percentage of the Loudoun County growth rate and added that the chart was shared with the community as part of the community engagement process.

Commissioner Adkins noted that she feels it is important to get the document out with the understanding that changes can still be made.

Commissioner Van Istendal stated that the understanding is that this would be a greenlight for an additional two to three month review as listed.

Commissioner Stinnette suggested that Daniel Galindo be given until Thursday to collect input and on Thursday it would go to the consultant and that the consensus of the group was that they did not need to approve the consultant's inputs before public release. Commissioner Stinnette stated that he disagrees with that but would go along with the majority. Commissioner Stinnette

stated the consultant takes the list provided by Daniel Galindo and comes back to the Planning Commission and then gives Mr. Galindo or his replacement one day to socialize the plan with the Town Council and then it goes out to other stakeholders. Commissioner Stinnette added that if Council comes back and says to hold off, then they would hold off.

Commissioner Van Istendal stated that it appears the Town Council is counting on the Planning Commission to make a decision this evening.

Commissioner Stinnette stated that it would give Council a day to review it. Commissioner Van Istendal stated he does not see the advantages of this. Chairman Stein asked how this would work since the Planning Commission would not be making a motion and authorizing it. Commissioner Stinnette stated the motion would be to authorize the process he noted. Commissioner Van Istendal stated he feels Council will have the opportunity during the sixty to ninety day review process. Commissioner Stinnette agreed and noted that any time something is ready to go to the community, the Council has asked that it go to them first which is the process that has been followed with the current Town Council.

Chairman Stein stated she is not sure how this would get managed technically and that if the Planning Commission is trying to get Council's approve before it is being sent that they will not continue moving forward.

Commissioner Stinnette he sees the Planning Commission as an advisory committee to Town Council and anything that has gone to the public previously has gone to Council first.

Commissioner Grim stated she does not feel the draft is ready to be released to the public as a Town Council member and as a Planning Commissioner. Commissioner Grim added that as Planning Commissioners it is their job to craft a document to draft and not that the consultant crafted. Commissioner Grim stated that before it is released feels the Town Council should have the opportunity to review it so they are prepared for items that will come up. Commissioner Grim stated that Council is adamant that the Planning Commission come up with a plan that will move them forward and feels it is short sided for this Planning Commission to decide to put the document out as it stands but to also put it out and trying to rush it so that as Mr. Galindo leaves it is pushed to that point and does feel that two more weeks would allow for a much better product.

Commissioner Stinnette summarized that input would be due to Daniel Galindo Thursday to be forwarded to the consultant. The consultant would produce a redline which would go back to Daniel Galindo or his replacement and that person authorizes it to be released to the stakeholders and then to the public domain. Commissioner Stinnette stated that he is asking that before that happens, that person should advise the Town Council that they are ready to push the document out. Commissioner Stinnette stated if the Planning Commission wants to walk away from the Town Council reviewing it before it goes out, feels the Council should know that the intent is to release it when it comes back from the consultant.

ACTION ITEMS:

a. Certification to Proceed with Formatting Comprehensive Plan Draft for Distribution

Commissioner Van Istendal made a motion that the Planning Commission authorize the initial draft of the comprehensive plan dated June 20, 2017 to be converted into a fully formatted draft and that Town Staff is authorized to distribute the formatted, but still preliminary, draft for public review once it is completed to include expedited notification to the Mayor and the Town Council. The motion was seconded by Chairman Stein.

Motion: Van Istendal
Second: Stein
Carried: 5-2

Stein: Aye
Stinnette: Nay
Grim: Nay
Estey: Aye
Adkins: Aye
Paciulli: Aye
Van Istendal: Aye

Commissioner Stinnette referenced the reasons noted for his vote as previously stated.

INFORMATION ITEMS:

a. Status of Priority Work Items

Daniel Galindo had no updates.

Chairman Stein asked about the Stream and Creek and asked if that had been moved to Town Council. Dan Galindo stated it was and was noted previously. Chairman Stein asked if Sally Hankins was continuing to work on it as well as Civil Penalties. Dan Galindo confirmed and believes the intent is to bring it back to the first meeting in July and would confirm.

Commissioner Grim asked if the Building Height item would be moving forward to a public hearing or if anything has been done. Dan Galindo stated the Planning Commission made a motion to recommend it to Council and when all of the other items were paused that this item was also paused until the draft was delivered.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated that Vice Mayor Jimmerson and Council member Ogelman have been working on broadband initiatives and are starting to move forward. Commissioner Grim referenced the path to Franklin Park and noted the information is posted on the Town's website. Commissioner Grim suggested signing up to receive the Blue Ridge Newsletter. Commissioner Grim referenced the opportunities for the Dillon House. Commissioner Grim announced that Renzo Rodriguez was recently appointed to EDAC. Commissioner Grim referenced Envision Loudoun and added that Council is drafting communication and expanding that to the Coalition of Loudoun Town's, the Mayor's, in communicating with the Board of Supervisors about where the Council stands on issues regarding Envision Loudoun.

CHAIRMAN'S COMMENTS:

Chairman Stein stated that the group of Planning Commission Chairs have not discussed Envision Loudoun and offered to email the organizer about adding this item for discussion at the next meeting.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Paciulli thanked Daniel Galindo for his work over the years and feels he has been very helpful to the Planning Commission. Chairman Stein agreed and wished Mr. Galindo success in his new job.

Commissioner Van Istendal thanked the Planning Commission for sending him a card. Commissioner Van Istendal added that he feels the Planning Commission had a tough decision to make and feels they made the right one because he puts faith in the two to three month process which will depend on Town Council and public input, which is why he voted to move forward.

APPROVAL OF MINUTES:

a. June 1, 2017 Regular Meeting

Commissioner Stinnette made a motion to approve the minutes from the June 1, 2017 Planning Commission Meeting and waive reading. The motion was seconded by Chairman Stein and carried unanimously.

ADJOURNMENT:

With no further business, Commissioner Stein made a motion to adjourn the meeting at 9:22 PM.

Theresa Stein, Chairman

Diana Hays, Town Clerk



**PLANNING COMMISSION
WORK SESSION AGENDA**

Heritage Conference Room

July 20, 2017

(Immediately following regular meeting)

- 1. Call to Order**
- 2. Draft Comprehensive Plan Review**
 - a. Review of Plan Chapters**
- 3. Discussion of the detailed review of the Plan by the Public**
- 4. Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact Tucker Keller at (540) 338-2304 at least three days in advance of the meeting. *Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.*

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.